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Academic Council Meeting Agenda and Minutes, November 26, 1984

Elizabeth Harden

Wright State University - Main Campus

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Wright State University
Dayton, Ohio 45435

TO: Members of the Academic Council and University Faculty
FROM: Elizabeth Harden, Vice President of the University Faculty
SUBJECT: Agenda for Academic Council on Monday, November 26, 1984,
3:10 p.m. Place: Rear Section of the University
Center Cafeteria

AGENDA

- I. Call to Order
- II. Approval of Minutes of November 5, 1984
- III. Report of the President
- IV. Report of the Steering Committee: Elizabeth Harden
- V. Report of the Standing Committees
 - A. Budget Review: Jim Jacob
 - B. Curriculum: Peter Bracher
 - C. Faculty Affairs: Stephen Renas
 - D. Library: Terry McKee
 - E. Student Affairs: Judith Davis
- VI. Other Reports
 - A. General Education Proposal: Peter Bracher, Chairer, University Curriculum Committee
 - B. Faculty Evaluation Mechanism: Stephen Renas, Chairer, University Faculty Affairs Committee
 - C. Administrative Review Process Proposal: Robert Adams, Chairer, Administrative Review Process Committee
 - D. Planning Council: Robert Dixon, Vice President Elect of the Faculty
- VII. Old Business
 - A. The addition of the Executive Vice Provost for Planning and Budgeting as a non-voting member of the University Budget Review Committee
 - B. English for Foreign Students Policy Proposal: Michael Williams, Chairer, Admissions Committee

Academic Council Agenda Continued

VIII. New Business

- A. Proposal from the University Honors Committee to amend its charter in order to "broaden the range of courses that can be designated as honors courses" (see handout, distributed at the November 5 Academic Council meeting) -- Peter Bracher, Chairer, University Curriculum Committee
- B. Salary Inequity Appeals Process Mechanism -- Stephen Renas, Chairer, University Faculty Affairs Committee
- C. Academic Calendar -- 1985-86 and 1986-87 -- Lou Falkner (for Larry Kurdek, Chairer, Calendar and Elections Committee)

IX. Adjournment

EH/dc

ACADEMIC COUNCIL
MINUTES
November 26, 1984

- I. The meeting of November 26, 1984 was called to order by Michael Ferrari, Provost, at 3:10 p.m. in the Cafeteria Extension of the University Center.
- Present: C. Barbour, D. Barr, K. Beers, D. Carlson, J. Castellano, B. Denison, R. Dixon, M. Ferrari, J. Halki, E. Harden, B. Kintner, J. Lancaster, C. Maneri, P. Moore, S. Peterson, C. Phelps, S. Renas, J. Sealander, A. Smith, J. Smith, J. Sullivan, C. Taylor, D. Thomas
- Absent: A. Bassett, S. Bowen, W. Brown, D. Cullman, J. Eastep, A. Islam, J. Kane, R. Kegerreis, S. King, T. Knapke, D. Mink, R. Schosser, R. Schumacher
- II. A motion was made, seconded and passed to approve the minutes of the November 5, 1984 meeting as presented.
- III. Report of the President. The president was not in attendance; therefore, there was no report.
- IV. Report of the Steering Committee, Elizabeth Harden, Chairer, reporting:
- A. Since the November 5 meeting of the Academic Council, the Steering Committee has met twice (November 1 & 8) to discuss the following agenda items:
1. Athletic Council Progress Report. Joseph Hemskey reported on the Athletic Council's constitutional revisions and on the possible move to Division I in athletics.
 2. Representation on the University Promotion & Tenure Committee. The Steering Committee decided, in response to an inquiry, that "No person who holds an administrative position at the university or college or school level shall be eligible for election to the Wright State University Promotion and Tenure Committee." (Reference the current faculty handbook.)
 3. Professional Staff Advisory Council. The Professional Staff Advisory Council's charter has been distributed. Louis Falkner, chairer, has discussed the possibility of additional representation of professional staff members on university committees. The Steering Committee tabled this discussion until spring 1985.
 4. December Commencement. The marshals (Steering Committee members) will wear traditional academic regalia at the commencement ceremony on Saturday, December 1, 1984.
 5. Power Shutoff. Jarrell Hagan, Director of Safety, and Carl Sims. Director of Security have been directed that backup lights be installed in the tunnels in case of future power outages.
 6. Semester System. A memorandum from James Daily (Chairman, Department of Management), regarding the advantages of the semester system, was reviewed by the Steering Committee and forwarded to the Calendar and Elections Committee for review and recommendations.
 7. Reports. Reports were heard from Stephen Renas on the Salary Inequities Appeals Process and from Willard Hutzal on the Planning Council. Both items will be explored further at today's meeting.

8. Appointments. Steering finalized the following appointments:

Alumni Search Committee	- John Blair Betsy Frank William Steinhart
Physical Master Plan Committee	- Richard Williams Carl Maneri

9. Steering finalized marshals for commencement, heard a detailed, administrative update from the Provost, and approved the Academic Council Agenda for today.

V. Report of the Standing Committees

A. University Budget Review Committee, James Jacob, Chairer, reporting:

1. Faculty Professional Leaves. The UBRC met jointly with the Faculty Affairs Committee to discuss the status of professional leaves and Wright State's policy. The committees reviewed a thorough document that had been prepared by Paul Merriam. As a result of the discussion and the concern regarding the current funding level and utilization of professional development leave, the joint committee decided to form a joint subcommittee which will begin meeting next week.
2. Cost Recovery & Structure of Rotary Accounts. A report was heard from Tom Keller and Edward Spanier regarding cost recovery and the structure of rotary accounts. Among several other factors was the question of the pricing structure for various services provided by the university in comparison to the prices for the same services or goods provided by external merchants. The UBRC will meet November 27 to begin discussion regarding levels of compensation for 1985/86. Concerns for compensation will have two dimensions:
 - a. Richard Johnson and Judy Neiman will report on fringe benefits concerning projected possible increases in the health insurance package for university employees.
 - b. THE UBRC will begin to discuss the salary profile at Wright State in comparison to other state universities in Ohio based on an AAUP profile that has been prepared by Phil Rizzo.
3. The UBRC will begin to discuss with the Provost the planning at Wright State in order to meet the various aspects of the Ohio Board of Regents. The meeting is scheduled for November 27.

B. Curriculum Committee, Peter Bracher, Chairer, reporting:

1. General Education. The UCC has been meeting weekly, working mostly on general education. The project timetable which was to produce a proposal for Academic Council November 26 proved to be too optimistic. The projected schedule for the proposal now is that it will go to duplicating in the middle of December and will be ready for distribution at the January Academic Council meeting. At the same time copies will be distributed to all full-time faculty.

It now looks unlikely that the proposal can be taken to the Winter Quarter General Faculty Meeting. For this and other reasons, the UCC is now thinking in terms of implementation of the proposal in the fall of 1987 rather than the fall of 1986.

- a. This will allow ample time for the development of new courses and for faculty to prepare to teach them.
- b. This will also allow for coordination of implementation with the 1987-89 undergraduate catalog.

The basic proposal that will be distributed in January will not look much different from the preliminary proposal of last spring. The UCC has been reworking the material to condense and clarify it and to increase coherence and consistency. Also, there are a number of minor modifications in response to concerns expressed at the hearings last spring.

One major decision left for the Academic Council will be whether to increase the nonwestern requirement for one course (an action recommended by the UCC) and, if so, how to make that change without exceeding the 57-hour limit originally proposed.

C. Faculty Affairs, Stephen Renas, Chairer, reporting:

1. Faculty Professional Leaves Subcommittee. There will be a joint subcommittee of the Faculty Affairs Committee and the University Budget Review Committee that will be looking into the issue of professional leaves--the way they are funded, their structure, etc. The three members from the Faculty Affairs Committee are Susan, Praeger, Clyde Barbour and Stephen Renas.
2. Student Evaluation to Faculty Teaching Performance. The Faculty Affairs Committee met with the Student Affairs Committee and examined the issue of student evaluation of faculty teaching performance. By February or March they should be ready to present a joint proposal for a university-wide mechanism for a student evaluation of faculty.
3. Salary Inequities Greivance Procedure. The Faculty Affairs Committee is ready to present this item as New Business on today's agenda.
4. Faculty Emeritus. At the last Academic Council meeting a proposal was approved to establish the 1977 guidelines for faculty emeritus status for the governing document for the university.

When it was presented in a report to the Fall Quarter General Faculty Meeting there were several faculty who objected to such a change and, as a result, it will be coming up as an item at the Winter Quarter General Faculty Meeting. The Faculty Affairs Committee is communicating with other universities to determine what their policies and procedures are concerning faculty emeritus. Paul Merriam has been requested for a breakdown on the number of people who have retired, who have been granted emeritus status, etc.

5. Unclassified Staff. The Faculty Affairs Committee is continuing an investigation into the growth of the unclassified staff--the faculty of WSU. The administration is cooperating by providing data, etc.

D. Library Committee, Terry McKee, Chairer, reporting:

The University Library Building Expansion Planning Committee has unanimously recommended that we proceed with a four-story addition, plus a basement, on the southwest side of the current library (the side facing the new Health Sciences Building). This will essentially double the width of one of the legs of the triangle of the existing building except it would not go quite as close to Fawcett Hall as the current building. The upper storage of the addition would combine with the stack space that is above the present reference collection. It will provide square floor areas in that half of the building that will be highly flexible and highly functional. Upwards expansion would have meant repeating the dysfunctional design of L-shaped floors as is in the present building. An upward expansion would also compromise the architectural statement of the existing building while the committee feels that the sideward expansion can create some aesthetic improvement on the area bounded by the Library, Fawcett Hall, and Health Sciences. The architect has some exciting ideas of things to do in that area. The addition would be integrated with the present buildings to simplify and improve usage.

The University Library Committee fully endorses using the area in the basement of the present building as it is vacated by the Academic Computing Center. Stand-alone units (such as the reserve collection) and also separable units (such as informal study, group study and tutoring) can be kept open for later hours. By having them separate it is hoped that improvement will be seen in the atmosphere of noise problems connected with the library proper.

The planning is continuing on schedule and calls for ground-breaking in January 1986 with completion in summer or fall of 1987.

E. Student Affairs, Judith David, Chairer, reporting:

The Student Affairs Committee has met once since the last Academic Council meeting --a joint meeting with the Faculty Affairs Committee. A proposal should be submitted by February from the joint committee concerning student evaluation to faculty teaching performance.

VI. Other Reports

A. General Education Proposal, Peter Bracher, Chairer, reporting:

This report was included in the Curriculum Committee's report.

B. Faculty Evaluation Mechanism, Stephen Renas, Chairer, reporting:

This report was included in the Faculty Affairs Committee's report.

C. Administrative Review Process Proposal, Robert Adams, Chairer, reporting:

1. (Reference Attachment A.) The Administrative Review Process Committee has completed its revisions of the policy originally presented to the Academic Council in June as an item of information. The committee met three times in October to consider a long list of suggestions for change.

The intention of the committee is that the Academic Council take up the proposal as an action item sometime during the winter quarter at which time Mr. Adams will respond to questions and summarize the specifics of this lengthy proposal.

a. Highlights of the major changes:

- (1) The graduate dean should be included for review.
- (2) Eliminated the original requirement that the reviewee make a public response.
- (3) The questionnaire has been consolidated -- reworded the instrument of evaluation.
- (4) Department Chairs should remain in for review.
- (5) The raw data should not be available to the reviewee; the committee will prepare a summary.
- (6) The four-year interval for full-scale review should remain as originally proposed.

This is meant to be a faculty-based process for a number of reasons that can be discussed in the winter quarter, but the questionnaire, the items contained therein, and the process that revolves around that questionnaire presumes essentially a primary faculty role in the administrative review process. Final action, if any, from the results of the reviews, will remain with higher administrators.

D. Planning Council, Robert Dixon, reporting:

Mr. Dixon reviewed a document taken from the script from the Board of Trustees (Attachment B). The changes: The faculty has been increased -- expanded from four to six, the professional staff member has been added, and there are now two students instead of one student. It is hoped that this council will be more closely linked to the Academic Council, to the faculty, and to the university community in general. It is evident in the wording of this statement that there is every intent by the administration to involve the university in this process.

Currently there are three hold-over faculty members on the council: Sue Cummings, James Daily (terms expire at the end of this year) and Glen Graham (term expires at the end of 1986). Ronald Fox, Dean of SOPP, also is on the present council; his term expires at the end of 1985.

A list of the six members nominated by the Steering Committee will be brought to the next Academic Council meeting.

Another point this brings out is that the Quadrennial Review Committee needs to be looking at the whole structure of councils on the campus and making sure they serve the intended purposes and have every access to the whole university community in the process.

VII. Old Business

- A. Executive Vice-Provost for Planning and Budgeting Added to the UBRC. The motion to add the Executive Vice-Provost for Planning and Budgeting as a non-voting member of the University Budget Review Committee was placed on the floor. Question called.
- Motion passed by a voice vote.
- B. English for Foreign Students Policy Proposal, Michael Williams, Chairer, Admissions Committee, reporting: (Reference 11-5-84 Academic Council Minutes, Attachment C)
1. The committee had not received enough feedback necessary to have a proposal ready for this meeting.
 - a. Donald Thomas, Dean, School of Graduate Studies, would like to take responsibility for drafting what will be considered for the graduate students and the graduate teaching assistants; therefore, the Graduate Council will be responsible for the graduate policy proposal and Admissions will be responsible for the undergraduate policy proposal. They will be treated as two separate items.
 2. Mr. Williams asked that this be tabled until further information is received. He will report at the next Academic Council meeting.

VIII. New Business

- A. Proposal to Amend the Charter for Honors Courses. (Reference 11-5-84 Academic Council Minutes, Attachment A, pp.2-3)

A motion was made by the University Honors Committee to amend its charter:

1. to amend paragraph II (which now restricts honors courses to general education courses) to allow departments to develop honors sections of courses outside the general education inventory; and
2. to amend paragraph IV (which now specifies that all six required honors courses be general education courses) to read that at least three of the six required honors courses be general education courses.

Motion was seconded and will appear as Old Business at the next meeting.

- B. Salary Inequity Appeals Process Mechanism, Stephen Renas, Chairer, University Faculty Affairs Committee, reporting:

Mr. Renas reviewed and discussed the Salary Inequities Appeals Process approved by the Faculty Affairs Committee on October 25, 1984 (reference Attachment C). Following a lengthy discussion, it was the consensus of the Academic Council that this proposal be taken back to the committee for further review and consideration.

- C. 1985/86 and 1986/87 Academic Calendar, Louis Falkner, Registrar, reporting:
(Reference Attachment D.)

The 1985/86 calendar was approved by Academic Council last year, but the dates for the "last date to drop without a grade" have been added. Note a change: Summer Quarter 1986 - June 26, Thursday, should be the last date to drop "C" classes without a grade. Note also that there are eleven class days on Wednesday in the Fall Quarter.

The 1986/87 calendar follows the past guidelines where the University seeks to have ten class dates and one exam date each day of the week. The State legislature has done nothing about Memorial Day. WSU has been recommended to observe Memorial Day on May 30 or on Friday before if it falls on a Saturday. The committee is attempting to follow the guidelines that classes end at 4 p.m. before Thanksgiving and no evening classes.

A motion was made and seconded to place the proposed calendar on the floor. This will appear as Old Business at the next meeting.

- IX. Announcement by Michael Ferrari: Winter Commencement, Saturday, December 1, 1984.
- X. Adjournment: Meeting adjourned at 4:40 p.m. Date of next meeting: January 7, 1985.

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Attachments